

CRAVEN COUNTY

Fiscal Year 2017 Budget Amendments

Budget Amendments for October 3, 2016

SOLID WASTE – AWARD OF ENGINEERING SERVICES AGREEMENT RELATED TO RELOCATION OF HICKMAN HILL CONVENIENCE SITE

Assistant County Manager, Gene Hodges, reported that a site was identified, analyzed and purchased by Craven County for the future location of the Hickman Hill Solid Waste Convenience Site. This site, with an address of 7240 E US 70 Highway (parcel number 6-025-002), is located approximately .5 mile north of the exiting site on Highway 70, which is being relocated due to construction of the Havelock by-pass. On August 30, a Request for Qualifications (RFQ) was issued and sent to four engineering firms located in Craven County. Three proposals were received, with Avolis Engineering, PA being rated the highest based on their qualifications and response to the RFQ, and a fee of \$23,685.00 was negotiated.

The Board of Commissioners was requested to approve a budget amendment of \$23,685.00 to proceed with contracting with Avolis Engineering, PA to perform engineering work related to the development of the new Solid Waste Convenience Site, from the Capital Reserve Fund.

Mr. Hodges and County Attorney, Jim Hicks, explained in response to Commissioner Tyson's questions, that cost cannot legally be considered as a factor in analyzing these types of engineering contracts. Cost must be negotiated only after qualifications are established.

Commissioner Sampson moved to approve the following budget amendment, as requested, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

Solid Waste

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-3235-366-07-00 From Capital Reserve	\$23,685.00	101-3235-420-73-02 Other Improvements	\$23,685.00
371-0000-399-01-00 Fund Balance	\$23,685.00	371-0571-400-97-01 To General Fund	\$23,685.00
Journal Entry			
101-0000-101-00-00 Cash	\$23,685.00	101-3235-366-07-00 From Capital Reserve	\$23,685.00

371-0571-400-97-01	\$23,685.00	371-0000-101-00-00	\$23,685.00
To General Fund		Cash	
TOTAL	\$94,740.00	TOTAL	\$94,740.00

Justification: In preparation for the new US 70 convenience center, funds are needed to cover the cost of engineering design services.

SOCIAL SERVICES – BUDGET AMENDMENTS

Alfreda Stout, Deputy Social Services Director, presented the following budget amendments for the Board’s approval.

DSS TANF 7231

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-7231-349-28-00	\$7,200.00	101-7231-450-39-30	\$9,665.00
CPS Staff & Overhead		Special Appropriation	
101-7231-399-08-00	\$2,465.00		
Carryover Balance			
TOTAL	\$9,665.00	TOTAL	\$9,665.00

Justification: Funds received from the special appropriation fund (7,200) and also rolling forward the difference in the balance remaining from last fiscal year and the amount estimated for the budget (balance remaining at the end of the fiscal year was \$22,465, estimated it would be \$20,000 for the line item at budget time. Roll forward is \$2,465). Funds are awarded by the State based on the number of adoptions that are finalized, and are given to DSS to use in the adoption program. There is no County match and unspent funds are to be rolled forward to the next fiscal year.

Commissioner Sampson moved to approve the budget amendment, as presented, seconded by Commissioner Mark and unanimously carried in a roll call vote.

DSS/Senior 7211 & 7295

101-7295-377-26-00	\$(1,660.00)	101-7295-450-40-00	\$(12,777.00)
HCCBG Congregate		Contractual Services	
101-0000-399-00-01	\$(184.00)		
Fund Balance			

101-7295-377-28-00 \$(9,840.00)
HCCBG Home Delivered

101-0000-399-00-01 \$(1,093.00)
Fund Balance

101-7221-349-79-00 \$(17,467.00)
HCCBG Care Management

101-7221-450-40-00 \$(17,467.00)
Contractual Services

101-7002-348-04-00 \$ 435.00
Transport Grant

101-7001-450-31-01 \$ 435.00
Reg Veh Exp

101-7004-348-04-00 \$ 3,918.00
Transport Grant

101-7003-450-31-01 \$ 3,918.00
Transport Grant

TOTAL \$(25,891.00)

TOTAL \$(25,891.00)

Justification: Adjusting line items to align with reduction in fund awarded for the Home & Community Care Block Grant (HCCBG) from the Division of Aging for Fiscal Year 16-17. Funding is 90% Fed/State with a 10% required County match for DSS.

Commissioner Mark moved to approve the budget amendment, as presented, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

Budget Amendments for September 19, 2016

Fire Departments

The Board was requested to approve the following budget amendment to cover shortage of Fire Department's Worker's Compensation line item for VFIS Invoice dated August 2, 2016 in the amount of \$88,972.50. Commissioner Sampson moved for its approval, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

Fire Department – Multiple

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
240-0000-399-00-00 Rhems	\$325.00	240-2900-410-11-04 Workers Comp	\$325.00
241-0000-399-00-00 Vanceboro	\$ 65.00	241-2900-410-11-04 Workers Comp	\$ 65.00
244-0000-399-00-00 Ft. Barnwell	\$325.00	244-2903-410-11-04 Workers Comp	\$325.00

248-0000-399-00-00	\$390.00	248-2900-410-11-04	\$390.00
West of New Bern		Workers Comp	
249-0000-399-00-00	\$325.00	249-2900-410-11-04	\$325.00
No. 9 TWP		Workers Comp	
TOTAL	\$1,430.00	TOTAL	\$1,430.00

Justification: To cover shortage of fire departments workers compensation line item for VFIS invoice dated 8/2/16 in the amount of \$88,972.50.

Cove City Rescue Squads

The Board was requested to approve the following budget amendment to cover current and future transport services provided by Cove City Rescue. Commissioner Sampson moved to approve the following budget, as requested, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

Cove City Rescue Squads

101-2830-357-53-01	\$2,656.00	101-2830-410-41-25	\$2,656.00
Jail ambulance transp		Jail ambulance transpt	
TOTAL	\$2,656.00	TOTAL	\$2,656.00

Justification: Cove City Rescue transports inmates to and from hospital and jail when New Bern/Craven is unavailable. Jail is responsible for these costs. Need budget to cover current and future transport services provided by Cove City Rescue (\$332 per trip).

DSS Correct Title III D Funding Received

The Board was requested to approve the following budget amendment to reflect the correct original allocation for Title III D Health Promotion funds from the Area Agency on Aging. Commissioner Sampson moved to approve the following budget amendment, as requested, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

DSS Senior 7295

101-7295-377-55-00	\$(374.00)	101-7295-450-39-37	\$(415.00)
Title III D		Health Prom Title IIID	
101-0000-399-01-00	\$(41.00)		
Fund Balance			
TOTAL	\$(415.00)	TOTAL	\$(415.00)

Justification: Amending budget to reflect correct original allocation for Title III D Health Promotion funds from Area Agency on Aging. There is a 10% County match.

DSS – Rollover Unspent Donation Funds

The Board was requested to approve the following budget amendment to roll forward from the prior fiscal year unspent funds donated to the Senior Program and Meals Program. Commissioner Sampson moved to approve the budget amendment, as requested, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

DSS 7295 Senior

101-0000-399-01-00	\$4,805.00	101-7295-450-32-29	\$1,468.00
Fund Balance		Donations – Meals	
		101-7295-450-32-31	\$3,337.00
		Donations – Senior	
TOTAL	\$4,805.00	TOTAL	\$4,805.00

Justification: Roll forward unspent funds donated to the Senior Program and Meals Program in Fiscal Year 2015-2016.

Budget Amendments for September 16, 2016 Work Session

COURTHOUSE SECURITY

Assistant County Manager, Gene Hodges, presented options for enhancing security at the courthouse, resulting from a study prompted by a request of the Chief Superior Court Judge. Options, along with associated costs, were as follows:

<u>Item</u>	<u>Cost Estimate</u>
Relocate Metal Detector from Superior Courtroom Entrance	\$ 4,000
Door Control Installation	\$37,000
Swinging Doors Change out	\$ 1,000
Door Controls for Swinging Doors Broad St. and Craven St.	\$ 2,000
Exit Door Hardware	
Subtotal	\$48,200
Camera System Upgrade (This item could be included in the FY2017-2018 Budget)	\$63,000
Grand Total	\$111,200

Commissioner Dacey asked if the decision is not to use Law Enforcement Associates to review the security. Mr. Veit responded that they indicated that what the County is asking is not what they have done. They typically do new facilities. In addition, such requests must come from the Sheriff.

Commissioner Dacey moved to allocate \$48,200 from fund balance, seconded by Commissioner Jones and unanimously carried in a roll call vote.

Court Facilities

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-0000-399-01-00 Fund Balance Appropriation	\$48,200.00	101-1301-400-73-02 C/O Other Improvements	\$48,200.00
TOTAL	\$48,200.00	TOTAL	\$48,200.00

Justification: Funds needed to provide for courthouse security enhancements as recommended by staff.

Budget Amendments for September 6, 2016

EMERGENCY SERVICES – DEPARTMENT OF INSURANCE (DOI) FIRE DEPARTMENT MATCH

Brandon Stallings, Assistant Chief, Little Swift Creek Volunteer Fire Department (VFD) and Greg Milligan, Chief, Ft. Barnwell (VFD), requested that the County match grants received from the Department of Insurance by their respective departments.

Chief Milligan stated that a 50/50 match was included in their budget request. The grant amount for Ft. Barnwell is \$49,750 with \$24,875 being the County’s match. Commissioner Jones moved to approve the County’s match, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

Assistant Chief Stallings stated that the grant amount for Little Swift Creek is \$20,999.27, with \$10,499.63 being the County’s match. Commissioner McCabe moved to approve the County’s match, seconded by Commissioner Mark and unanimously carried in a roll call vote.

Fire/Special Service Districts

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
243-0000-366-01-00 From General Fund	\$10,500.00	243-2900-410-96-99 Little Swift Creek Match	\$10,500.00

244-0000-366-01-00	\$24,871.00	244-2903-410-96-99	\$24,871.00
From General Fund		Ft. Barnwell Match	
101-0000-399-01-00	\$35,371.00	101-0567-410-97-83	\$35,371.00
Current Year Fund Balance		VFD Grant Match	
TOTAL	\$35,371.00	TOTAL	\$35,371.00

Justification: To budget Craven County’s 50% matching portion of fire grants awarded to certain VFDs. Little Swift Creek has been awarded funding up to \$10,499.63 and Ft. Barnwell has been awarded up to \$24,870.25.

HEALTH

Zika Virus Plan

Scott Harrelson, Health Director, and Ray Silverthorne, Environmental Health Director, presented a plan to initiate an education and surveillance based program to address the arrival of the Zika virus into our area. The program will attempt to utilize existing manpower in the system to educate the general public on ways to address imported cases of Zika brought in from the traveling public and how to decrease the possibility of local transmission through native mosquito species. The budgetary requirements are estimated to remain less than \$10,000 and should include:

Stereo optics with gooseneck light sources	\$6,500.00
Supplies	\$2,000.00
Training	<u>\$1,000.00</u>
	\$9,500.00

The department is currently engaged in surveillance of travel related cases, of which there are two, and both of which are pregnancies. The goal is to keep these patients from being bitten by local mosquitos.

Commissioner Jones moved to approve the following budget amendment, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

Health/BT Preparedness/Response

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-5010-348-00-00	\$6,100.00	101-5010-440-25-00	\$1,000.00
State Funding		Training	
101-0000-399-01-00	\$3,400.00	101-5010-440-32-40	\$2,000.00
Current Year Fund Balance		Other Supplies	

		101-5010-440-73-21	\$6,500.00
		Capital Outlay \$500-\$4,999	
TOTAL	\$9,500.00	TOTAL	\$9,500.00

Justification: This is a proposal to initiate an education and surveillance based program to address the arrival of Zika virus into our area. Funds will be used to purchase (2) clinical microscopes, educational supplies, and training expenses.

Budget Amendments for August 15, 2016

ADMINISTRATION - HARLOWE COMMUNITY RECREATION AREA PICNIC SHELTER REPAIRS

Gene Hodges, Assistant County Manager, advised the Board that in the FY2016-2017 Budget, the Craven County Board of Commissioners approved \$10,000 for repairs related to the Harlowe Community Recreation Area and Picnic Shelter. This budget number was based on estimates provided by Craven County Maintenance personnel. The County has received three prices for the picnic shelter repairs that range from \$10,800 to \$13,173.

In addition, the costs for a load of sand to be applied in the playground area (\$350) and paint to re-stripe the lines on the basketball court (\$106) would need to be added to these prices to complete this project. By accepting the lowest price from Coastal Craftsmen and the sand and paint prices, this total project budget is \$11,256. Staff recommends adding \$2,000 to this project so that Coastal Craftsmen can be authorized to proceed with the shelter repairs.

Commissioner Sampson moved to approve the budget amendment to add \$2,000 to complete the Harlowe Community Recreation area and picnic shelter, seconded by Commissioner McCabe.

Commissioner Dacey moved to amend the motion and change the requested amount from \$2,000 to \$1,894 to reflect a reduction in the cost of paint to re-stripe the lines on the basketball court. Commissioner Tyson seconded the motion. Commissioner Dacey stated that there is a private party willing to donate \$106 for the paint.

Chairman Liner inquired why the budget amendment is for \$2,000 when the project is only \$1,256 above what has already been obligated.

County Manager, Jack Veit, responded that the shelter is in very bad shape and there may be hidden issues once repairs begin that could result in additional funding. All the funds will not be spent unless absolutely necessary.

In a roll call vote, the amendment to the motion carried unanimously.

In a roll call vote, the amended motion carried with five (5) “Ayes”, there being two (2) “Nays” from Commissioners Dacey and Mark.

Special Appropriations

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-0000-399-01-00 Fund Balance Appropriation	\$1,894.00	101-0190-450-96-89 Harlowe Community Center	\$1,894.00
TOTAL	\$1,894.00	TOTAL	\$1,894.00

Justification: FY 17 budget contained an appropriation of \$10,000 for repairs to the Harlowe Community recreation center and picnic shelter. The actual cost will be greater than estimated. Need to budget an additional \$1,894 to complete project.

Budget Amendments for August 1, 2016

RECREATION

Budget Amendment – Inclusive Playground at Creekside

Eddie Games, Recreation & Parks Director, presented the following budget amendment requesting to move the funds from the FY16 budget (\$367,774) to this year’s budget to complete the inclusive playground at Creekside Park. This project was started this spring and is scheduled to be completed by mid-August. Commissioner McCabe moved to approve the following budget amendment, as requested, seconded by Commissioner Jones and unanimously carried in a roll call vote.

Recreation & Parks

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-0000-399-01-00 Fund Balance Approp CY	\$ 14,416.00	101-8001-460-73-02 C/O Other Improvements	\$ 14,416.00
101-8001-346-11-00	\$353,358.00	101-8001-460-73-02	\$353,358.00

Tillium Grant		Other Improvements	
TOTAL	\$367,774.00	TOTAL	\$367,774.00

Justification: These funds need to be carried over from FY 16 to complete the inclusive playground at Creekside Park.

Budget Amendment – Miscellaneous Donation for Dugout Top

Mr. Games presented the following budget amendment requesting to move \$1,310 collected last fiscal year to purchase dugout tops for the adult baseball field at Creekside Park. These funds were given to the department as a memorial donation by family and friends in memory of Bob McCunn who played in the adult baseball league. This money will purchase one top and there are funds available in this year’s budget to purchase the second. Commissioner Mark moved to approve the following budget amendment, as requested, seconded by Commissioner Sampson and unanimously carried in a roll call vote.

Recreation & Parks

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-0000-399-01-00 Fund Balance Approp CY	\$1,310.00	101-8001-460-73-21 C/O 500-\$4,999	\$1,310.00
TOTAL	\$1,310.00	TOTAL	\$1,310.00

Justification: These funds were collected as memorial donations for Robert McCunn to purchase dugout tops on the adult baseball field at Creekside Park. The donations were collected in FY 16 which would purchase one top and the department budgeted the fund in this year’s budget to purchase the second top.

SHERIFF

Budget Amendment

Jesse Pittman, Administrative Captain, presented a budget amendment requesting to carryover grant funds from FY 15-16 to allow for payment of items purchased under the grant description which were on order in FY 15-16 but not received and invoiced until after July 1st. Commissioner McCabe moved to approve the following budget amendment, as requested, seconded by Commissioner Mark and unanimously carried in a roll call vote.

Sheriffs

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-2022-377-04-00 Bureau of Justice Assistance	\$9,976.22	101-2022-410-32-40 Grants/Other Supplies	\$9,976.22
TOTAL	\$9,976.00	TOTAL	\$9,976.00

Justification: This budget amendment will allow for the payment of equipment ordered last FY that did not arrive until after the cut off for FY15-16. These are carryover funds from the 2015-2016 grant. The department now has all the equipment and invoices will be closing out the grant in October 2016.

FINANCE

Craig Warren, Finance Director, presented the following budget amendment for the Board’s approval.

Volunteer Fire Dept.

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
242-0000-301-01-00 Property tax current year	\$36,553.00	242-2900-410-99-80 Special appropriation – pay to district	\$36,553.00
TOTAL	\$36,553.00	TOTAL	\$36,553.00

Justification: Correct budget oversight. County to provide fire protection services to the Town of Bridgeton by adding the town to Tri Community Fire District coverage area. Need to budget estimated property tax revenue generated for this additional service area into special appropriation for Tri Community Fire District

Commissioner Mark moved to approve the budget amendment, as recommended, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

Budget Amendments for July 5, 2016

ANIMAL SHELTER EXPANSION PROJECT

Assistant County Manager, Gene Hodges reported on results of a request for bids for the expansion of the Animal Shelter which went out on May 4, 2016. A mandatory pre-bid meeting was held on May 17, 2016 for any firms that were interested in bidding on this project. There

were six interested firms that attended that meeting. The bid closing date was June 7, 2016 and five firms submitted bids, as follows:

Contractor	Subs Listed	Bid Bond	Base Bid	Low Bid
DanCo Builders, Inc.	x	x	\$1,037,000	\$1,037,000
Primus Contracting, Inc.	x	x	\$1,125,980	
L.A. Downey & Son, Inc.	x	x	\$1,203,983	
Thomas Simpson Const.	x	x	\$1,282,316	
Group III Mgt., Inc.	x	x	\$1,293,000	
Bruin Builders LLC			No Bid	

The lowest bidder was Danco Builders, Inc. with a bid of \$1,037,000. After working with DanCo to identify potential savings in the project, the construction cost was lowered to \$996,000. With a 10% contingency budget and contractual services budget related to architectural and engineering services, the proposed project budget is \$1,276,518. He reminded the Board that this project currently has a budget of \$500,000 of which \$143,671 has been expended for initial design work and required improvements in the existing structure. It was the recommendation from staff that the Board accept the bids, approve the Animal Shelter Project ordinance, approve a budget amendment in the amount of \$1,246,518, and award the contract to DanCo Builders, Inc. in the amount not to exceed \$996,000.

Mr. Hodges stated that all funds will be coming from capital reserve; not from Fund Balance. The expansion will triple the size of kennel space and will be utilized by Pamlico County, New Bern and other municipalities, except Havelock, and Cherry Point. Non-County users pay proportionately. Commissioner Tyson asked how far out is the expansion is expected to serve. Population growth is difficult to project due to animals that must be held for the courts. Chairman Liner asked if the additional space, which will provide for enhanced opportunities for adoption, will result in a policy change for the length of time owners can expect animals to be kept. The Board was advised that a better way for owners to ensure that they get their animals back is to have them chipped. Anyone can have their animal chipped for \$10 as a convenience provided by animal services.

Commissioner McCabe moved to accept the bids, approve the following Animal Shelter Project ordinance and budget amendment in the amount of \$1,246, 518, and to award the contract to DanCo Builders, Inc. in the amount not to exceed \$996,000, seconded by Commissioner Mark and unanimously carried in a roll call vote.

Animal Control

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
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390-0000-366-07-00	\$776,518.00	390-2610-420-40-00	\$ 34,660.00
From Capital Reserve		Contractual	
		390-2610-420-76-01	\$691,858.00
		Construction	
		390-2610-420-76-59	\$ 50,000.00
		Contingency	
371-0000-399-01-00	\$1,246,518.00	371-0571-420-97-70	\$1,246,518.00
Fund Balance		Animal Shelter Project	
TOTAL	\$2,023,036.00	TOTAL	\$2,023,036.00

Justification: Need to budget additional funds for the expansion of the Animal Shelter. Bids for project came in higher than originally estimated.

**Animal Shelter Project
Fund 390**

This ordinance is hereby approved in the following amounts for expenditures to the Animal Shelter Project.

Expenditures:

Contractual	\$	84,660.00
Construction	\$	996,000.00
Construction – other than general contractor	\$	95,858.00
Contingency	\$	100,000.00
TOTAL	\$	1,276,518.00

The following revenues are hereby estimated for the Animal Shelter Project.

Revenue:

From Capital Reserve	\$	1,276,518.00
TOTAL	\$	1,276,518.00

This ordinance is hereby approved this 5th day of July, 2016.

